



# City of Waukesha

## Meeting Minutes - Final

### Library Human Resources Committee

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Wednesday, May 3, 2017

4:00 PM

Library Board Room

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#### 1. Call to Order

*Others Present: Special Projects Coordinator Joan Quinlan*

*Committee Chair Riebel convened the meeting at 4:03 p.m.*

**Present** 5 - Riebel, Ryan, Sura, Kasproicz, and Probst

#### 2. Approval of meeting Minutes

##### A. [ID#17-0716](#) Approval of the minutes for April 19, 2017

Trustee Kasproicz moved to approve the minutes for April 19, 2017. Trustee Sura seconded, motion carried unanimously.

#### 3. New Business

A. [ID#17-0717](#) Discussion/action regarding contract with Bradbury Miller Associates

*Human Resources Committee Chair Riebel stated that the documents included for review were the original proposal from Bradbury Miller Associates, the addendum to the contract and the previous contract with Bradbury Associates/Gossage Sager Associates from 2012. Per Dan Bradbury, the proposal stands as the basic contract and the addendum specifies any variations or changes needed in the proposal.*

*Committee discussed the language in the addendum contract and agreed to the following paragraph changes: 1) add Committee Chair Amy Riebel as the primary contact for the Waukesha Public Library; 2) add the Library's Human Resources Committee as the primary group that the consultants will meet with; 3) add language stipulating that the consultants will contact prior employers of the finalist candidate(s) as part of the background investigation; 4) add the indemnification clause from the previous contract; 6) add language clarifying that all disputes arising between the parties shall be governed by the laws of the State of Wisconsin.*

*Trustee Kasprovicz said that he was comfortable with the proposal language as it stands. The next steps will include discussions with the firm on the process and timeline for the search. The contract proposal indicated that the principals of the firm, Dan and Jobeth Bradbury are the key personnel that the Board will be working with. Karen Miller is an alternate contact.*

*(Trustee Probst arrived at 4:25 p.m.)*

**Trustee Kasprovicz moved to approve the changes made to the addendum and to forward the proposal and addendum to the City Attorney's office and City's Human Resources Department for review. Trustee Sura seconded, motion carried unanimously.**

B. [ID#17-0718](#) Discussion/action regarding number of consultant site visits

*Trustee Kasprovicz said that Dan Bradbury e-mailed him regarding eliminating the first site visit at the end of May. If the Human Resources Committee agrees to this, Bradbury Miller would reduce their fee by \$2,000. Trustee Riebel believed that the Library Board should not cut corners; there have been significant changes at the Library since their last visit. Trustee Ryan said that she would like to meet the consultants in person; you get a much different impression than through a Skype conversation. Trustee Sura agreed and said that it is important for the firm to be onsite to address any concerns the Library Board may have. Having the consultants here gives newer Board members the opportunity to be included in the process.*

**Trustee Kasprovicz moved to keep the number of site visits to four. Trustee Ryan seconded, motion carried unanimously.**

4. Adjournment

*Absent any objections, the meeting adjourned at 4:35 p.m.*

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Joan Quinlan, 48 hours prior to the meeting at 262-524-3694.